



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Network Administrator

FLSA: E

SERVICE: Classified

REVISED: 2/7/11

Summary: Under general supervision, performs technical network administration work of considerable difficulty, and performs related duties as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Establishes and maintains network user environment, directories and security.
- Supervises technicians for repair, installation and service of computers; assists in troubleshooting and solving computer problems.
- Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs.
- Remains abreast of changes in user and system software and information up-to-date in a network log.
- Installs and updates software applications, configures network printing, directory structures, rights security as needed. Installs and maintains wireless communication equipment. Installs and maintains email and file servers and related equipment.
- Maintains memory usage of the network, network printing and network technical resources.
- Performs network troubleshooting to isolate and diagnose common network problems.
- Upgrades network hardware and software components.
- Establishes remote access to network. Ensures network access authorized and prohibits unauthorized access to network through security measures such as establishing firewalls. Ensures file data is secure.
- Researches and recommends software and hardware purchases to the Information Technology Director.
- Prepares reports regarding usage, file size allocations and reserves, virus attacks, network vulnerabilities and related topics. Prepares required reports.

Knowledge and Skills:

- Knowledge of network security, wireless and VPN technologies.
- Knowledge of hardware, software and peripheral components.
- Knowledge of CISCO routers, switchers and firewall devices.
- Knowledge of Transmission Control Protocol/Internal Protocol (TCP/IP) in an enterprise environment.
- Knowledge of MS Window Operating systems, Active Directory, Hardware Virtualization, Unified messaging and IP based Unified Communications.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Desirable Qualifications:

Bachelor's Degree in Computer Science or closely related technical field; AND two years experience in network server administration and computer repair; prior work experience in a government setting preferred.